

## SPECIAL EDUCATION TEACHER



**Reports to:** Director of Academics/Director of Operations

**Duration:** 11 months

**Start Date:** July 23, 2018

### Our School

**Altura Prep** is a brand new school that seeks to create outstanding outcomes for students while simultaneously being the best place to work in our city! We are looking for incredible educators committed to placing every student on the path to college, while also building a strong organizational culture that supports each adult to grow, achieve, and find joy in their work. **Altura Prep** was recommended for approval by Public Education Commission in September of 2017 and will open in southeast Albuquerque on August 14, 2018 to 198 students in kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grades growing one grade level a year until we reach 5<sup>th</sup> grade in the 2021-22 school year.

### Position Summary

The Special Education Teacher position is a full-time teaching position for grades K- 2. Teachers work with a caseload of students each day, providing individualized academic support in documented areas of need and evaluating students' progress. Teachers receive ongoing, embedded coaching and development from the Director of Academics and work with the Director of Operations to document and monitor student progress and hold regular family meetings according to students' IEPs. Special Education teachers are responsible for collaborating with their fellow Special Education teachers and grade-level Lead Teachers to ensure all students are provided with meaningful growth through careful implementation of individualized programs. Special Education teachers are also responsible for accurately documenting and communicating services provided and progress made with necessary staff and family members. All **Altura Prep** teachers are responsible for intellectual preparation for each lesson, building strong and positive relationships with students and families, using data to tailor their instruction, and actively engaging with their colleagues. All teachers receive embedded instructional coaching and development to continually increase effectiveness. Teachers are expected to participate in the school beyond classroom instruction; serving on at least one school committee, actively contributing to professional development, enthusiastically participating in school-wide events and activities, and modeling the school R.E.A.C.H. values.

### Reasons you'll love working at Altura Prep:

- **Focus:** You get to focus on your individual students' needs, more deeply, serving them in a variety of small and individualized settings.
- **Support:** You will receive weekly coaching, co-planning time, and grade level teams focused on the same goals for each student.
- **Collaboration:** You will be a part of a dynamic team that makes time to connect daily and weekly to learn from each other and celebrate.
- **Success:** You will be a part of a school designed around student and staff success – from outstanding student achievement to staff retention and satisfaction, we aim to succeed!

### Reasons we'll love you:

- **Ambitious:** You are ambitious on behalf of your students with a strong desire to continue your own professional growth
- **Innovative:** You find yourself seeking ways to improve and challenge existing systems and processes daily
- **Collaborative:** You prefer to work collaboratively, both with colleagues and families of your students
- **Strategic:** You are driven by data to make strategic decisions around instructional planning
- **Engaging:** You obsess about how to engage students and provide opportunities for students to grapple with challenging content

### Special Education Teacher Responsibilities:

- Maintains high expectations for all students
- Work collaboratively as part of a team to ensure all students achieve strong academic and personal outcomes
- Plan and document minutes and services provided to students in alignment with IEP goals
- Track and analyze student progress toward goals in the focus content area
- Develop rigorous daily lessons in content area of focus to support students needs in students' Least Restrictive Environment
- Maintain up-to-date records of student progress and areas of strength and needed support and document in the appropriate Special Education database
- Participate actively and professionally in instructional coaching and observation/debrief practices
- Collaborate with other grade level teachers and enrichment teachers to ensure alignment of expectations and curriculum and instruction and that students receive appropriate modifications and accommodations
- Reinforce school-wide procedures and expectations
- Proactively monitor student behavior, providing additional supports when necessary
- Communicate regularly with families (positive communication and areas for support)
- Communicate regularly with the school leadership team regarding student IEPs, progress, and goals.
- If additional assessments are needed, coordinate supports provided
- Actively participate in professional development sessions on Wednesdays
- Actively participate in grade level meetings and data analysis meetings
- Participate in at least one school-wide committee or group (family engagement planning committee, hiring committee, student recruitment committee, etc)
- Attend and support planning of family events throughout the school year (Family Nights, Community Meetings)
- Complete responsibilities in a timely manner as required by the school leadership tea and meet all deadlines for deliverables
- Reports to the Director of Academics and Instruction and the Director of Culture, Operations, and Compliance

### Special Education Teacher Qualifications:

#### Required:

- Strong commitment to, belief in, and alignment with the vision and mission of the school.
- Level I, II, or III Special Education License in New Mexico or eligibility to apply for reciprocity from another state prior to July of year of hire.
  - If teacher plans an alternative licensure pathway, the teacher must provide documentation of the appropriate steps and waivers within 10 days of hire.
  - If the teacher will serve gifted students, must have a Gifted Endorsement or waiver application filed within 10 days of offer of employment.
- Successful completion of background check
- Highly organized and able to create and maintain systems

#### Preferred:

- Track record of results-oriented work in urban education, including teaching experience
- Detail oriented and self reflective

### Compensation

- **Altura Prep** offers a competitive salary and comprehensive health benefits.

### Start Date

- **Altura Prep** staff will begin training and orientation on Monday July 23, 2018.

**Apply Now:** To apply, please send a cover letter and resume to [careers@alturaprep.org](mailto:careers@alturaprep.org) and we will be in touch shortly.

**Cover Letter Prompt:** At this point in time in Albuquerque and across the nation, students' demographics and zip code determine their ability to access life-altering opportunities. Altura Preparatory School was founded to ensure that all students have access to an excellent education. Knowing this, why are you interested in joining the founding Altura Prep team? What in your experience, personally and professionally, has prepared you and given you the desire to join our team?

**Commitment to Diversity:** Altura Prep is actively seeking to build a diverse and experienced team. As an equal opportunity employer, Altura Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.